

## PERSONNEL CAREER SERVICE

### Organization

The Director of Personnel is the Head of the Personnel Career Service.

A Personnel Career Board has been established to advise him on matters pertaining to the assignment, development, training, and general management, and promotion of members of the Personnel Career Service.

### Assignment, Development, Training, and General Management

The Personnel Career Service follows a policy of development and training coupled with increasingly responsible assignments that permit the individual Personnel Careerist to progress to the limit of his capability. This policy tempered by appropriate consideration of the needs of the Career Service and of the desires of the individual Careerist. This policy recognizes the continuing need to develop both specialists and general personnel officers to staff Personnel Career positions in the Office of Personnel and in the operating components of the Agency.

### Special Reviews

Periodically, the Personnel Career Service Board reviews the performance and assesses the potential of each Personnel Careerist. This review identifies those who should be considered for more responsible positions, those whose performance is very satisfactory but for whom further advancement is not likely and those whose performance is considered marginal at their present grade level. This review enables the Board to advise the Head of the Career Service concerning long range planning for the assignment, development, promotion, and as necessary, downgrading or separation from the Agency Personnel Careerists.

In addition, the Head of the Career Service has analyzed the succession problem especially as it relates to senior personnel positions and has tentatively identified those careerists who are the strongest candidates to fill senior line or staff positions as they may be vacated by retirement, reassignment, advancement, or transfer to other Career Services of current incumbents.

### Promotion

In January and July of each year, Personnel Careerists, GS-07 through GS-14, are competitively ranked for promotion. The results of this ranking

and the Board's recommendations are forwarded to the Head of the Career Service who makes the final selection for promotion except at those levels at which the Deputy Director for Support has reserved final decision. The Personnel Career Service policy is to advance to the next grade those individuals who are most qualified and deserving of immediate advancement. Due consideration is given to both the specialist and the generalist. Promotion headroom is used judiciously to reward as many as possible of the group that is fully deserving of promotion while retaining a small amount of headroom for the advancement of those personnel officers whose promotion and development should be at a more accelerated rate than their contemporaries, and for the occasional lateral entry of certain specialists.

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